



**STATEMENT OF PROCEEDINGS FOR THE
REGULAR MEETING OF THE
LOS ANGELES COUNTY HISTORICAL
LANDMARKS AND RECORDS COMMISSION
KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 372
LOS ANGELES, CA 90012**

Friday, April 12, 2013

9:30 AM

AUDIO LINK FOR THE ENTIRE MEETING. (13-1902)

Attachments: [AUDIO](#)

Present: Chairman Louis Skelton, Vice-Chairman Stephen Sass, Commissioner Yolanda Duarte-White and Commissioner Elysha Paluszek

Excused: Commissioner Ivy Sun

Call to Order. (13-1573)

The meeting was called to order by Chairman Skelton at 9:35 a.m.

I. ADMINISTRATIVE MATTER

1. Election of Officers. (13-1779)

Chairman Skelton opened the floor to nominate a candidate for the position of Chairman. Commissioner Duarte-White nominated Chairman Louis Skelton. The nomination was seconded by Vice-Chairman Stephen Sass. There being no further nominations, the nomination was unanimously carried and Chairman Louis Skelton was re-elected.

Chairman Skelton opened the floor to nominate a candidate for the office of Vice-Chairman. Commissioner Duarte-White nominated Vice-Chairman Stephen Sass. The nomination was seconded by Commissioner Paluszek. There being no further nominations, the nomination was unanimously carried and Vice-Chairman Stephen Sass was re-elected.

2. Approval of the October 12, and December 14, 2012 Minutes. (13-1574)

On motion of Vice-Chairman Stephen Sass, seconded by Commissioner

Duarte-White and unanimously carried, the minutes were approved with the following correction:

The December 14, 2012 minutes under Present should read, Chair Barry Waite Chairman Louis Skelton.

Attachments: [SUPPORTING DOCUMENT](#)
 [SUPPORTING DOCUMENT](#)

II. RECOMMENDATION

- 3. Recommendation:** Receive and file correspondence from the Office of Historic Preservation.

Listings considered for Nomination on May 1, 2013 and on the National Register of Historic Places: (13-1576)

Marcello Vavala, Los Angeles Conservancy, commented on the Case Study House #20 which is located in the unincorporated area of Los Angeles County and urged the Commission to pledge their support for the nomination. Vice-Chairman Sass inquired about the application and other related documentation that was submitted to the Office of Historical Preservation (OHP), and was advised by staff that the Commission only received the letter of invitation to comment and nothing else was attached. After a brief conversation, the Commission agreed that it would be appropriate to review the application and supporting documents before making recommendations to OHP.

Mr. Vavala offered to provide the Commission with a copy of the application and associated materials and advised that the nomination will be reviewed on May 1, 2013 by OHP. Due to the time constraint, the Commission agreed to hold a Special Meeting on April 22, 2013 at 10:00 a.m. to review and comment on Case Study House #20 application and make their recommendation to OHP before May 1, 2013.

On motion of Commissioner Duarte-White, seconded by Vice-Chairman Sass and unanimously carried, the Commission received and filed all the correspondence listed below from OHP with the exception of Case House Study #20 which will be reviewed at the April 22, 2013 Special Meeting.

Attachments: [Boyle Hotel](#)
[Case Study House #1](#)
[Case Study House #3](#)
[Case Study House #9](#)
[Case Study House #10](#)
[Case Study House #16](#)
[Case Study House #18](#)
[Case Study House #20](#)
[Case Study House #22](#)
[Ernest & Alice Batchelder-Francis Dean Garden](#)
[Herbert Hoover Jr. & Margaret Watson Garden](#)
[Ira & Margaret Byner Garden](#)
[Richard & Mary Alice Frank Garden](#)
[Kenyon & Patricia Reynolds Garden](#)
[La Pintesca Park](#)
[Lower Busch Gardens](#)
[Upper Busch Gardens Historic District](#)
[May 1, 2013 Meeting Notice](#)
[Fox Theatre Inglewood](#)
[Merwin House](#)

III. PRESENTATION

4. Update on Mills Act Ordinance: Memo to Regional Planning Commission regarding the recommendation to the Board of Supervisors to adopt an ordinance amending Title 22 (Planning and Zoning) to establish a Mills Act Ordinance for the unincorporated areas of Los Angeles County.

Richard J. Bruckner
Director of Planning
County of Los Angeles Regional Planning Department (13-1664)

Mr. Richard Bruckner, Director, Regional Planning Department, was present to provide an update on the Mills Act Ordinance. He stated that he was very pleased and proud to inform the Commission that the Regional Planning Commission has recommended that the Ordinance be submitted to the Board of Supervisors (BOS) for adoption. The ordinance is tentatively scheduled to be placed on the Board agenda on May 28, 2013. Mr. Bruckner further added that the ordinance was reviewed and supported by the Board Planning Deputies and other local organizations. He also stated that the Regional Planning Department will continue to work with the Commission to establish protocols that would help generate a robust list of historical properties. He advised the Commission to make plans to attend the May 28, 2013 meeting and use the opportunity to comment and pledge their support of the ordinance.

Mr. Joseph Nicchitta, County Counsel, added that the ordinance includes a recommendation to amend Title 3 (3.30.080) amending the Historical

Landmarks and Records Commission's powers and duties to include the authority to consider and comment on application materials, administrative guidelines, and priority consideration criteria proposed by the regional planning department to be used in connection with the implementation and administration of the Mills Act Program. After the Board's adoption of the ordinance, Regional Planning in collaboration with the Commission will begin the process for drafting the administrative guidelines also for the Board's adoption.

Furthermore, in responding to Vice-Chairman Sass' question regarding the program limitations, Mr. Nicchitta clarified that the dollar amount cap for a property to be eligible for the Mills Act Program is \$1 million. However, as the program matures, this cap may be amended. He also added that the ordinance does provide for the opportunity for an applicant to request for an exemption.

Vice-Chairman Sass then recommended that the promotional materials should state the opportunity for applicants to request exemption.

Also responding to Vice-Chairman Sass' question regarding appeals, Mr. Bruckner stated that there are no appeal processes; however, it may be reconsidered in reviewing future policies. Mr. Nicchitta also added that in reviewing the other local agencies' Mills Act Programs, he did not find any with an appeal process. Ms. Helen Parker, County Counsel, further clarified that the properties that will be considered will consist of designations from the State of California.

Vice-Chairman Sass recommended a rewording on page 15, item B of the ordinance. The language "upon request" could read "consult with" the director of the County Department of Regional Planning.

On motion of Vice-Chairman Sass, seconded by Commissioner Paluszek and unanimously carried, the Commission approved the recommendation to adopt the Mills Act Ordinance and the amendment of the duties as it relates to the Commission.

Attachments: [SUPPORTING DOCUMENT](#)

IV. DISCUSSION

5. Discussions on the criteria for screening applications for the donation of historical memorial plaques and making recommendations to the Board. (13-1577)

Ms. Bolaji Famuyiwa, Staff, Commission Services, distributed the 1985 Board of Supervisors adopted Guidelines for the review of the Historical Memorial Plaques. She reported that the research for the memorial plaque ordinance and guidelines stemmed from an inquiry from the Commission on Disabilities on the role of the Historical Landmark and Records Commission in reviewing applications to install memorial plaques. Ms. Parker advised the Commission that the guidelines refer to organizations outside of the County family, i.e. a non-profit organization that may want to donate a plaque to be placed on County property. She further stated that since the 1985 guidelines, the Arts Commission has established a very detailed agreement with the creator of objects that go on and/or near County buildings that the Commission may want to review.

Ms. Parker further stated that the Los Angeles County Commission on Disabilities application to install a memorial plaque on a County building does not require a review by the Historical Landmarks and Records Commission (HLRC).

Discussion ensued on the content and practicality of the guidelines. Chairman Skelton suggested that the Commission only review the content of the plaque; the Arts Commission will review the design, and only the items and content that are over 50 years old should be reviewed. After further discussion, the Commission decided that they will deal with each application received on a case-by-case basis, using the existing guidelines which were adopted in 1985. The Commission also agreed that there was no need to revise the guidelines right now because applications of this nature come to the County sparingly.

Attachments: [SUPPORTING DOCUMENT](#)

6. Discussion on the Los Angeles County Records Management Program.

Louis Skelton
Chairman (13-1584)

Ex-Officio Member Portia Sanders, Registrar-Recorder/County Clerk (Registrar-Recorder), reported on the new records management program that has been transferred from the Chief Executive Office (CEO) to the Registrar-Recorder. She stated that the Board of Supervisors approval of the amendment of Title 2 was only to administratively revise the County Code to reflect the transfer. She further stated that although Registrar-Recorder will develop and administer the Countywide Records

Management, each department will have to maintain their own historical document utilizing the impending revised County General Records Retention Schedule. Registrar-Recorder is in the process of hiring staff, developing processes, establishing policies, considering automating documents and will be auditing departments to ensure compliance. Ms. Sanders also mentioned the possibility of hiring an archivist as a consultant.

Vice-Chairman Sass stated that as the Task Force on Historical Preservation and the implementation of the Archives Feasibility Study, under the Commission's purview that was responsible for introducing and identifying the need for an archive, the Commission would like to meet with the key managers from Register-Recorder who will be responsible for the Records Management Project to further discuss the Commission's role.

Ms. Parker stated that the mandate for the Commission which was written from the State's law is worded broadly enough to address the Commission's role which is to foster and promote the preservation of historical records. She further stated that the transfer does not change the role of the Commission at all. Ms. Sanders suggested the role of the Commission could assist in reviewing the archival materials being considered for preservation.

Attachments: [SUPPORTING DOCUMENT](#)

7. Discussion and recommendation to the CEO to expedite the process to develop the Historical Landmark and Records Commission's Website.

Louis Skelton
Chairman (13-1663)

Chairman Skelton inquired about consulting a web master to assist in creating a website for the Commission. Ms. Famuyiwa reminded Chairman Skelton that the Commission had decided to prepare a letter to the Executive Office requesting a website. Vice-Chairman Sass volunteered to prepare the letter and requested Staff to provide a sample letter from a Commission that requested a website from the CEO. Commissioner Paluszek volunteered to be on the Website Committee with Vice-Chairman Sass.

V. REPORTS

8. Chairman Skelton Report for the meeting of April 12, 2013. (13-1578)

There was no report taken from the Chairman.

9. Ex-Officio Member Reports for April 12, 2013. (13-1579)

On behalf of Ms. Susan Broman, County Library, Ms. Sanders disseminated a flyer titled, "Share your East LA Photos," an online collection of East Los Angeles history taken before 1980. The flyer displays a list for interested participants the photo share days. Commissioner Duarte-White shared with the Commission her experience at one of the East LA Photos share day.

Attachments: [SUPPORTING DOCUMENT](#)

10. Staff Report for the meeting of April 12, 2013. (13-1580)

There was no report taken from Staff.

VI. MISCELLANEOUS

Matters Not Posted

11. Matters not posted on the posted agenda, to be discussed and (if requested) referred to staff or placed on the agenda for action at a future meeting, or matters requiring immediate action because of an emergency situation or where the need to take action came to the attention of the Commission subsequent to the posting of the agenda. (13-1581)

Chairman Skelton thanked Helen Parker, County Counsel, for all of her support on the Commission.

Public Comment

12. Opportunity for members of the public to address the Commission on items of interest that are within the jurisdiction of the Commission. (13-1582)

There were no members of the public present to address the Commission.

Adjournment

13. Adjournment of the meeting of April 12, 2013. (13-1583)

There being no further business, Chairman Skelton adjourned the meeting of April 12, 2013 at 11:56 a.m.